

AGRICULTURAL MARKETING SERVICE  
Deputy Administrator, Marketing Program Operations  
Cotton Division  
Marketing Services Branch  
Local Marketing Services Office  
Laborer, WG-3502-2

SJ 167

## I. INTRODUCTION

The Marketing Services office in which this position is located administers assigned programs on cotton, cottonseed, cotton linters, and related commodities provided for in the legislative and administrative requirements in connection with standards, marketing services and allied regulatory responsibilities.

The employee serves as a laborer engaged in performing manual tasks in preparing cotton for classing.

## II. DUTIES AND RESPONSIBILITIES

- A. Receives sacks of cotton samples, removes shipping tags, opens sacks, and lays samples on cotton classing tables.
- B. Resacks samples after they have been classed.
- C. Prepares shipping tags for return to owner (when required).
- D. Picks up loose cotton and places it in containers, weighs containers, and records the weight on prepared forms.
- E. Cleans the cotton classing laboratory.
- F. At times, is assigned simple tasks of recording grade and staple length by symbol and code as determined by cotton classer.

## III. SKILLS AND KNOWLEDGES

Manual skill to lift, open, remove contents, repack and tie sacks of cotton samples.  
Skill in the routine for cleaning the laboratory and in the use of brooms, mops, dust pans, etc.

Literacy skills to prepare shipping tags and record grade and stable of cotton samples by symbol and code.

#### IV. PHYSICAL EFFORT

Requires strenuous effort in lifting bags of cotton which weigh over 40 pounds regularly, and up to 50 pounds occasionally; stooping, bending, and climbing.

#### V . WORKING CONDITIONS

Mostly inside, exposed to cotton dust and lint, danger from lifting and possible falls.

#### VI. JOB CONTROLS

Supervision and Guidance Received: The employee is under the supervision of the Office Assistant or a higher graded employee. Regular work follows a specific routine. On other work, the employee is given specific oral and written instructions on what to do, when to do it and how to do it. The supervisor observes the work in progress and spot checks shipping labels and recorded cotton grades when applicable.